

Update Student Advisor

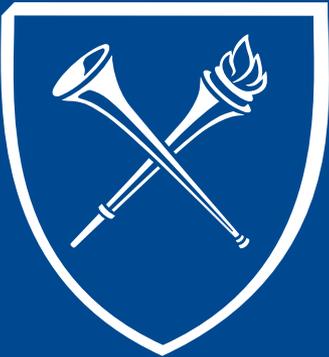
Advisors can be added or removed from a student's record. Joining the advisor to the student's record allows the advisor to have access to their advisee's information within the Faculty Advisor Center. **Note:** if a student's record is not active, advisee information will not appear in the Faculty Center until the student returns and is once more enrolled. If a student changes their major or minor or transfers to another undergraduate school within Emory, the student's information may disappear from the Faculty Advisor Center.

The Office of Undergraduate Education makes a request each fall and attaches a PACE advisor to each incoming student's records. When the student declares a major, the PACE advisor is removed from the student's record.

Even though department staff have access to this link to join or update advisee and advisors, most entries are made by registrar staff. Department or school staff may send major/minor declarations, along with the student's advisor name and emplid number, to the registrar's email account at registr@emory.edu. The department is notified when the major/minor has been processed and the advisor attached.

For questions about adding or changing an advisor on a student's record, please contact a Student Services Team member within the Office of the Registrar or send an email to registr@emory.edu.

Instructions for Adding or Changing a Student Advisor follows this page.



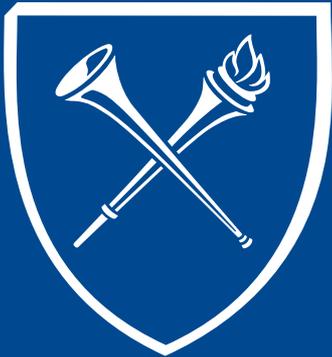
Update Student Advisor Process – Student Search

Adding or Changing the Student Advisor

Pathway: OPUS Launcher > Main Menu > Records and Enrollment > Student Background Information > Student Advisor

Enter the student's emplid or other identifying information on the search screen and click SEARCH.

The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Records and Enrollment > Student Background Information > Student Advisor. The page title is "Student Advisor". Below the title, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." A blue button labeled "Find an Existing Value" is positioned above a "Search Criteria" section. This section contains five rows of search criteria, each with a dropdown menu set to "begins with" and a text input field. The first row has the value "0022365" entered in the input field. Below these fields are two checkboxes: "Include History" (checked) and "Correct History" (unchecked). At the bottom of the form, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".



Update Student Advisor Process – Student Search

Click on upper box with the (+) sign on the right to refresh the panel and allow data to be updated. The effective date changes to current date.

Student Advisor

Simon, Jessica Emily 1953774

First 1 of 3 Last

*Academic Institution: EMORY Emory University

*Effective Date: 01/22/2014

End | View All

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UCOL Undergraduate Emory College

*Academic Program: LIBAS Liberal Arts & Sciences

Academic Plan: GERMANISTBA German Studies

Academic Advisor: 0377705 Maxim, Hiram Hamilton

Committee:

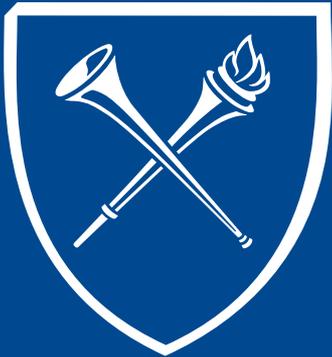
Advised by Committee Must Approve Enrollment

Must Approve Graduation

Save Return to Search Notify Update/Display Include History Correct History

Check to see what majors or advisors are already on the panel(s) that appear below the second dark blue line.

1. If there is an Oxford panel, it may be deleted when the student is now at Emory College. Click on the lower (-) sign to delete the panels with the Oxford information. **Hint:** For Oxford students, the Academic Career is UOXF and the Academic Program is AA.
1. If the student is declaring a major with an advisor assignment, click (+) under the second blue line and add the appropriate information. (Guidance on the next page.)
2. If a second major or minor is being added or deleted click on the lower (+ or -) sign located on the second blue line. Add or delete the appropriate information for the second major or minor.
3. If a major or minor is not changing, but the advisor is changing, simply enter the new emplid or lookup the the emplid for the new advisor.



Update Student Advisor Process – Student Search

Advisor Role: Defaults as Advisor – no changes needed.

Advisor Number: This number automatically changes when one clicks on the lower Plus sign box on the right to insert a row to add a new advisor.

*Advisor Role:	Advisor	*Advisor Number:	1
----------------	---------	------------------	---

Academic Career: Student’s career (i.e. UCOL, UBUS, UOXF, GSAS, etc.)

Academic Program: Select the appropriate program (i.e. LIBAS, MPH, AA, etc.)

Academic Plan: Enter or select the correct major or minor. College 1st (degree) majors end in BA or BS. The 2nd major ends in ND. Minors end in MIN.

*Academic Career:	UCOL	Undergraduate Emory College
*Academic Program:	LIBAS	Liberal Arts & Sciences
Academic Plan:	GERMANSTBA	German Studies

Academic Advisor: If the form or email lists the EMPLID of the advisor, enter that number. Check to see if correct name appears. If the **EMPLID** is not given, click on the magnifying glass. Enter advisor’s last and first name. Click **Lookup** box. Click **Select** box. New advisor’s name should appear on OPUS.

Academic Advisor:	<input type="text"/>	<input type="text"/>
-------------------	----------------------	----------------------

Committee: Not Used.

Committee:	<input type="text"/>
	<input type="checkbox"/> Advised by Committee <input type="checkbox"/> Must Approve Enrollment
	<input type="checkbox"/> Must Approve Graduation

Don’t forget to **SAVE**.